

Basic Records Management Workshop: An Introduction for Local Governments

Good Records Management is Good Government

Everyday Michigan citizens use the records managed by more than 2,300 units of local government. As the 2005 hurricane season has demonstrated for the residents in the effected area, the loss of local government records creates many challenges. Buying and selling land, solving criminal cases, and receiving health care were just a few of the services which were challenged by the loss of records. Fulfilling basic administrative, fiscal, and legal functions of government was severely impacted by the loss of or damage to local records.

This **free** 3-hour workshop will provide an introduction and overview of records management responsibilities of local governments.

Course Outline

Part I: Introduction to Records Management

- Laws
- Retention and Disposal Schedules
- Inactive record storage
- Confidential records destruction

Part II: E-mail Retention

- Liabilities
- Categories of e-mail
- Responsibilities
- Storage options

Part III: Record Reproduction

- Laws, standards and best practices
- Microfilming
- Digital Imaging
- State of Michigan master contracts

Part IV: Preservation

- Archives of Michigan
- Storage environments and conservation supplies
- Depository agreements

Register Online Today!

Dates: September 18, 2006 and October 4, 2006

Time: 1:00 – 4:00 p.m.

Location: Michigan Library and Historical Center—Forum, 702 W. Kalamazoo, Lansing

Registration: This workshop is **free**. Pre-registration is required. The workshop will be offered twice, so you can select the date that best fits your schedule. Workshop sessions are available on a first-come first-serve basis, so register early. Walk-ins will only be accepted if space is available. Register online at: <http://www.surveymonkey.com/s.asp?u=800942348283>

Please contact the Records Management Services at (517) 335-8222 if you have any questions about this workshop. Thank you.

<http://www.michigan.gov/recordsmanagement/>